

Project Support Officer

Department: Ministry of External Relations

Division: International Compliance

Reports to: External Relations Officer

JE Ref: MER1006.1

Grade: CS06

JE Date: 28.07.2025

Job purpose

The role is to provide support on a range of tasks, assisting with specific projects, developing policies, researching information, and business as usual task management directed by the manager. To also provide proactive support and technical expertise to the team.

Job specific outcomes

1. Produce written documents and presentations (though the use of PowerPoint / Word / Excel) such as reports, policy proposals and discussion papers on External Relations matters for dissemination to a wide variety of audiences, including senior management and Ministers.
2. Research, develop and propose amendments to External Relations strategies, policies and guidance. Coordinate and review in cooperation with other key stakeholders and ensure the appropriate level of consultation and circulation.
3. Compile agendas, papers and minutes for meetings, which can sometimes be of a technical nature, including Ministerial meetings. Assist in the coordination of departmental activity, providing effective planning, organisational and logistical support.
4. Support the External Relations Department by compiling responses for Ministers (e.g., Questions Without Notice ("**QWON**"), Scrutiny, Oral/Written Questions, Reports for States Assembly) as appropriate within your team. Ensure responses are accurate and timely. Ensure that all administrative processes and procedures are appropriate for purpose (i.e. document version control, computerised filing), well documented and consistently applied.

5. Provide broad logistical and research support to your team, as required. This support may include assistance on inward/outbound visits, research into specific sanctions guidance, and engagement with other governmental departments and arms-length bodies.
6. Receive and respond to enquiries from/to external stakeholders. Ensure compliance with legislation and policies by administering registers e.g. Information Security Breaches, Health & Safety, Freedom of Information, Subject Access Requests.
7. Draft Ministerial Decisions and ensure final submission are accurate. Ensure that administrative support programmes are maintained and supported. [Subject to specialism when in post, the post holder may have responsibility for drafting sanctions asset-freeze designation notifications.]
8. The post will include occasional off-island travel to the UK and Guernsey.
9. Work collaboratively with other members of the Team (in Jersey as well as in overseas offices and overseas) by assisting with other ad hoc projects at times of exceptional pressure and workload. Act as a role model at all times.
10. The job holder will be required to undertake any relevant security checks including vetting to UK Security Clearance (SC) Level

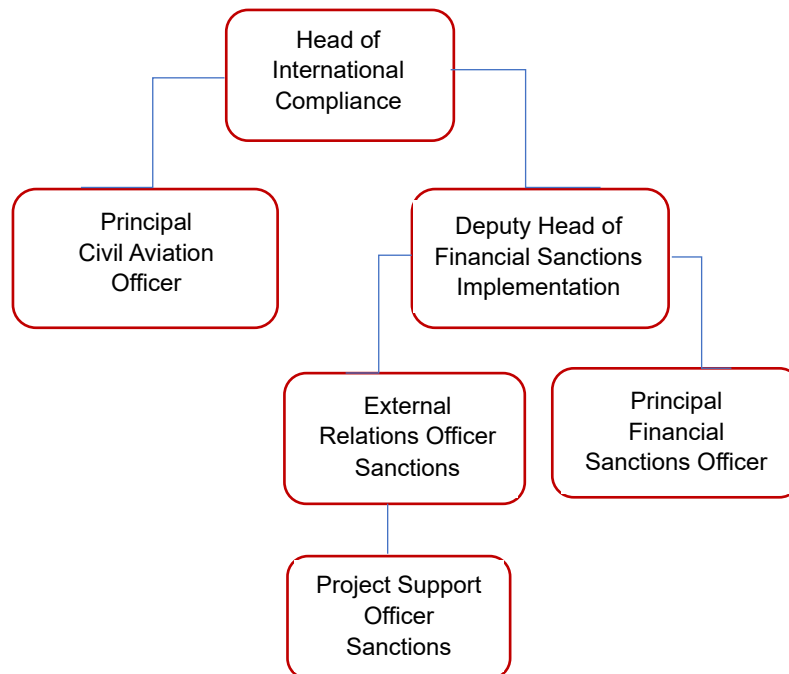
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Organisational Chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Ability to demonstrate the competencies required to undertake the duties associated with this post, having acquired the necessary knowledge and skills through personal development and progression in a similar related role(s) or A Levels / Level 3 NVQ or equivalent, and experience of personal development in a similar role.	A minimum of three years' experience in an office or administration environment and be in possession of a relevant qualification (e.g. Bachelors degree, ICA Certificate in Managing Sanctions Risk).

<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Working knowledge of relevant systems, equipment, processes and procedures including standard software packages, with some use of non-standard software.</p> <p>Understanding of relevant policies and procedures relative to the role, and the quality outputs and standards required.</p>	<p>Have good analytical, research and interpretative skills.</p> <p>Understanding of international sanctions.</p>
<p>Technical / Work based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Familiarity with own work priorities and procedures relative to the role.</p> <p>Good IT skills – fully conversant with O365 and MS Office packages, particularly Outlook, Excel and Word.</p> <p>Strong administration skills.</p> <p>Form a cohesive and supportive relationship with fellow External Relations professionals in order that knowledge is shared, and a positive contribution is made to the overall achievement of the team.</p>	<p>Organised and able to deal with multiple competing priorities and a high workload.</p> <p>Ability to communicate confidently.</p> <p>Ability to work effectively with a wide range of stakeholders, including Ministers, political and business contacts.</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Competent numeracy and literacy skills.</p> <p>Good verbal and written communication skills with the ability to communicate at all levels.</p> <p>Strong interpersonal skills.</p> <p>Excellent attention to detail.</p>	<p>Be able to demonstrate sound judgement.</p> <p>Respond astutely to direction.</p>

<p>Experience <i>This is the proven record of experience and achievement in a field, profession, or specialism.</i></p> <p><i>This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Have at least one years' relevant work experience.</p> <p>Experience of working independently and resolving unforeseen issues and challenges.</p> <p>Detailed knowledge and experience of specialised equipment, software, policies, procedures and legislation relevant to the role.</p>	<p>Have at least three years' relevant work experience.</p> <p>Experienced in administration.</p> <p>Have the confidence, ability and problem solving skills to work undirected.</p>
<p>Criteria relating to Safeguarding.</p> <p><i>Other requirements needed to confirm suitability to work with children and/ or adults at risk to include skills, abilities, experience, behaviours and attitude/ motivation and values towards children and/ or adults at risk.</i></p> <p><i>Please include any responsibility for children and / or adults at risk in the role and any safeguarding responsibilities and include whether DBS vetting will be required</i></p>		

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey Tier 6 core accountabilities attributes and behaviour indicators.